



MEETING REPORT

PROJECT: New Elevator Additions, Pittsburgh, PA

MEETING DATE: August 16, 2012

LOCATION: VAMC Pittsburgh

REPORT DATE: August 20, 2012

PREPARED BY: Rachel Nelson

REVIEWED BY: Charles Sowders

PARTICIPANTS:

Charlie Sowders, Apogee Consulting Group
Lynn Dickerhoff, VA Contracting Officer
Greg Wood, VAPHS
John Ankey, VAPHS

Justin Montgomery, Apogee Consulting Group
Susan Tusick, Apogee Consulting Group
Corey Linen – VAPHS COR
Contractors – See Sign-In Attachment

Contractor Pre-bid Meeting 1pm

Lynn

- Amendment was posted to delete Elevator #16.
- Amendment deleted details on cart lift – deleting Bid Alternates.
- Amendment includes a price breakdown schedule required on bid.
- Incorrect info on page 7. Tech proposal #8 about Questionnaire:
 - o Questionnaire form (pg. 24) required. Send to previous employer and then send to Lynn via email. They should not come in tech proposal.
 - o Questionnaire from prime contractor only, not sub-contractors.
 - o Questionnaire is due on September 6th: They need to be in by the time the proposal is due on September 10th.
- Proposals are due on September 10th at 10am.
- Questions sent to Lynn by email by August 22nd.
- Overview of project by Charlie Sowders:
 - o Restated that elevator #16 has been removed per Amendment.
 - o Bid deduct notes on cart lift to be disregarded per Amendment.
 - o Elevator company qualifications required for bid evaluation.
 - o Look through specs, many requirements that need to be checked out.
- Walked through the building with the contractors to show where the cart lift and the 12-stop elevators will be located.

